



COUNTY OF KAUAI
DEPARTMENT OF PERSONNEL SERVICES
MO'IKEHA BUILDING
4444 Rice Street, Suite 140
LIHUE, KAUAI, HAWAII 96766
Telephone (808) 241-6595 • Fax (808) 241-6593

ANNOUNCES
EXAMINATION TO ESTABLISH ELIGIBLE LISTS

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

Examination Title: POLICE SERVICES OFFICER

Examination Number:

990-20 - Open - Includes all interested individuals including members of the general public.

Starting Salary: \$ 3,011.00 per month (PO-5)

Duties Summary: Performs a variety of law enforcement, crime prevention, investigative or other specialized duties as a trainee police officer, attends police classes and receives intensive training in the principles, practices, procedures, and techniques of police work; independently patrols an assigned beat and performs a variety of law enforcement work as part of the training process; and performs other related duties as required.

Special Working Conditions: Irregular hours, shift, weekend, and some holiday work and exposure to hazardous and obnoxious conditions as required.

Minimum Requirements:

Education: Graduation from high school or successful completion of a GED examination. **(Submit a copy of your high school diploma or GED certificate).**

Age Requirement: must be at least 21 years of age at time of filing application.

License Requirement: possession of valid motor vehicle operator's license (Type 3) at the time of filing application **(Present or submit copy of license at time of filing. Failure to do so may result in the rejection of your application).**

Qualification for Firearms: Must be eligible to carry and/or possess firearm or ammunition (In accordance with State/Federal laws, e.g., no misdemeanor or felony domestic violence conviction, illegal sale of any drug, etc.). **Applicants must complete and submit Certification Form and Criminal History Record Clearance.**

Examination: Written Test100%

All candidates will be notified by mail as to the date, time and place for each phase. Applicants may be tested in areas of reading comprehension, writing skills, reasoning ability, observation and memory, ability to learn and apply police information, ability to follow directions, ability to accurately complete forms, ability to interpret maps and accident diagrams, ability to use judgement and logic and dealing with others.

Applicants must be able to meet the health and physical condition standards of the position.

Vision: 20/20 binocular vision, with or without correction.
Soft contact lens wearers must have 20/200 or better binocular vision before correction, corrected to 20/20.
Applicants **must provide** certification that he/she has successfully worn soft contact lenses for the past 12 months.
Vision correction by other than soft contact lenses (e.g., glasses, hard contact lenses, semi-rigid contact lenses, wearers must have 20/40 or better binocular vision before correction, corrected to 20/20.

Recruits must possess sound moral character, integrity, and credibility. Each candidate's character and background will be thoroughly reviewed to determine suitability for employment.

INDIVIDUALS OFFERED A POSITION WITH THE DEPARTMENT WILL BE REQUIRED TO PASS A SUITABILITY BACKGROUND INVESTIGATION, ORAL INTERVIEW, PSYCHOLOGICAL ASSESSMENT, POLYGRAPH TEST, DRUG SCREENING AND A PRE-EMPLOYMENT MEDICAL EXAM PRIOR TO THEIR EMPLOYMENT. THE PRE-EMPLOYMENT MEDICAL EXAM IS AT THE APPLICANT'S OWN EXPENSE.

Note: Applicants who are claiming 5 to 10 points Veterans Preference **must submit or present a copy** of form DD214 and/or other substantiating documents.

HOW TO APPLY: Return all completed forms to the County of Kauai, Department of Personnel Services, 4444 Rice Street, Ste. 140, Lihue, HI 96766, (808) 241-6595, Text Relay (hearing impaired) users 643-8833. **Your application may be rejected if the required documentation as identified above, under "Required Forms and Documentation" is not submitted at the time of application.**

AN EQUAL OPPORTUNITY EMPLOYER
See back for additional requirements

WHO CAN APPLY

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

RESIDENCE REQUIREMENT: Upon employment, the police officer shall establish residency as a condition of continued employment as a police officer.

VETERANS' PREFERENCE: If you are claiming the 5 or 10 points Veterans' Preference you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination and drug screening test. The cost for the physical examination shall be borne by the applicant and not the County of Kauai. An applicant will be rejected if the applicant is known to be a habitual or excessive user of drugs, narcotics or intoxicating beverages which is/are detrimental to the proper performance of the duties and responsibilities of the position, or if the applicant is determined to be an illegal user of drugs or narcotics.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience and other public employment requirements for County Civil Service employment. Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week.

Qualified candidates are placed on an eligible list in descending order, based on their examination scores and availability for employment. Referrals for job vacancies are made in descending order, starting with the highest scores. In addition, veterans whose veterans' preference points enable them to equal or exceed the score of the lowest referred eligible will also be referred. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list. Eligible lists are effective for at least six months, and may be extended. We will not withhold the referral of names of eligibles for employment consideration because of the applicant's failure to provide accurate and complete information concerning your qualifications.

HOW DO I APPLY?

Pick up an application and job information sheet at the Department of Personnel Services, 4444 Rice Street, Suite 140, Lihue, HI 96766. Read the job information sheet carefully. Complete the application and return it with all required documentation by the deadline stated. Applications must be received by the Department of Personnel Services no later than 4:30 p.m. on the due date or postmarked by the deadline. For positions indicated "CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET", notice of the last day to apply will be posted in our office.

EXAMINATION: Unless otherwise specified in this announcement, you must qualify on an appropriate examination designed to measure applicants' knowledge and skills necessary for satisfactory performance of the duties and responsibilities of this class of work. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, please call the Department of Personnel Services at 241-6595 as soon as possible. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to prove medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

NOTIFICATION: you will be notified, in writing, of your employment eligibility.

ADMINISTRATIVE REVIEW AND APPEAL:

Administrative Review: If you do not agree with an action taken on your application, you should **FIRST** request an administrative review with the Department of Personnel Services. This must be done within 10 calendar days following the date your notice was sent. **If you do not submit your request within the ten day limit, no administrative review will be conducted.**

Appeal: If you do not agree with the administrative review decision or action taken by the Department of Personnel Services, you may appeal to the County of Kauai Civil Service Commission within 20 days from the date your notice was sent. Appeals to the Commission must be in writing and sent to: County of Kauai Civil Service Commission, 4444 Rice Street, Suite 140, Lihue, HI 96766. A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

FILING AN ADMINISTRATION REVIEW **BEFORE** REQUESTING AN APPEAL WILL EXPEDITE THE REVIEW PROCESS.

IMPORTANTANT INFORMATION FOR POLICE SERVICES OFFICER APPLICANTS

ELIGIBILITY TO POSSESS FIREARMS

Applicants must meet Federal and State eligibility requirements to possess firearms. Some examples of persons who are disqualified to carry firearms are persons who have been convicted of any felony, crime of violence, illegal sale of any drug, misdemeanor of domestic violence, etc.

SELECTION PROCESS

Eligibles are referred to the Police Department in order of test scores, starting with the highest score, as vacancies occur. You will be referred when your score is reached.

The Police Department requires you to complete a questionnaire that asks about your education, employment, driving record, previous residences, traffic and criminal history and other aspects of your personal history. You will be required to complete a series of psychological and behavioral assessments. Both the department and a police psychologist will conduct oral interviews. The Police Department will conduct a thorough investigation of your character and background. A polygraph test will be administered.

Out-of-State applicants must travel a minimum of three times to Kauai for the written test and further evaluations.

Failure to submit any of the required documents or falsification of such documents or statements will result in disqualification. Failure in any part of the processing will prevent your employment or will be cause for non-selection. For example, a record of misconduct may be cause for disqualification and removal from the eligible list.

PROBATION PERIOD

The probation period is part of the examination/selection process. All Police Services Officer recruits must successfully pass an initial probation period of one year before becoming a regular member of Civil Service.

The job of a Police Services Officer is physically demanding. Maintaining and/or improving your fitness level (cardio-vascular and strength) will increase your chances for success during the physical training of the probation period. Check with your physician first before starting any exercise program.

Information provided herein constitutes requirements known at the time of announcement of this examination and may be revised or changed without limitation or notice for good reason thereafter.

"An EQUAL OPPORTUNITY EMPLOYER"

The County of Kauai does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. Females are encouraged to apply.